



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. AMIKE® FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

October 23, 2000

TO: All Current Uniform Payroll System (UPS) Users
Wage Assignment/Withholding Payment Recipients

FROM: Ronald S. Mitchell
Director

SUBJECT: Garnishments and Support Orders

The State of Louisiana will implement a new Human Resource/Payroll (ISIS HR) system in January 2001. This new system and the consolidation of Uniform Payroll System agencies under one federal employers identification number (FEIN) in January 2000 will affect the manner in which garnishments and support orders are processed by user agencies. Effective December 25, 2000 the Office of State Uniform Payroll (OSUP) will assume responsibility of the processing and payments of garnishments and support withholding for all employees paid under the ISIS HR system. This was previously done by individual departments/agencies on UPS. **Beginning December 25, 2000 all documents related to garnishments and support orders MUST be sent to the Director of OSUP, P. O. Box 94095, Baton Rouge, La. 70804-9095 or served to the Director of OSUP at 1051 N. 3rd Street, Capital Annex Building, First Floor, Room 136, Baton Rouge, La. Any documents not properly sent/served may cause delays in establishing withholding and payments.**

Garnishments and support orders currently established on the Uniform Payroll System will be converted to the new ISIS HR system. Beginning with the first pay day in January 2001, employee garnishment withholdings will be paid by the Office of State Uniform Payroll. Each vendor will receive a biweekly consolidated payment along with a detail report, which has specific information on each defendant/debtor.

A list, developed in MicroSoft Excel, of the agencies on the ISIS HR system can be obtained from the Office of State Uniform Payroll's website (www.state.la.us/osup/osup.htm). From OSUP's homepage, click on "UPS to ISIS HR Conversion" to obtain this important information related to this conversion. Please review only the last three columns of the list to ascertain the agency information. **Only those individuals employed by these agencies will be handled by OSUP.**

If you should have any questions concerning this matter, please contact Ms. Laura Odom at (225) 342-5332.

RSM:LAO

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